

SWILLINGTON PRE-SCHOOL PLAYGROUP

FIRE EVACUATION POLICY

- On the discovery of a fire the member of staff will inform the other adults in a calm manner.
- The nearest member of staff will collect the whistle and stand at a safe exit, the whistle will be blown and the children will line up at the exit.
- All members of staff (except kitchen person) and children will evacuate the building quickly and calmly, leaving behind all personal belongings.
- The member of staff on kitchen duty will be responsible for checking the toilets and hall are clear and for taking the register and mobile phone outside to the assembly point.
- Once assembled outside the building the register will be taken. The fire service will be called using 999 if not already done. If any person is missing this will be conveyed to the fire service **under no circumstances will persons re-enter the building.**
- During a practice drill if the weather is acceptable it will be explained to the children what they have just done and the reasons why and that on this occasion it was only a practice drill. If the weather is inclement, everyone will return to the hall and it will be explained there.

Results of all fire drills will be entered into the Fire precautions log book

Signature:
Date:

Position held: